Reports	**Reports**

Accessing a Report:

1. Select the **Reports** module.

The Reports page appears with a list of Financial (EIM) and Service Management (ESM) reports.

Tip: Access to reports is based on user security roles. Your page may look slightly different.

2. Click the name of the individual report link.

Reports

ESM Reports
- Client Enrollment Status
- Client Enrollment Status (DI)
- Client Extract
- Client History - BCC
- Client History - HDSPP
- Clients with Incomplete Data
- Clients with Incomplete Data (DI)
- Clients With Abnormal Results
- Common Intake Applicants
- Fund Allocations by Service and Age Category

System Assurance Reports
- System Configuration and Reference - Activity Details
- System Configuration and Reference - Billing Authorizers
- System Configuration and Reference - Contracts
- System Configuration and Reference - Credentials
- System Configuration and Reference - Organization
- System Configuration and Reference - Reference Tables
- System Configuration and Reference - Audit Reports

EIM Reports
- Activity Client and Claim Item Counts by Month
- Activity PRC Details by Claim
- Activity PRC Details by Service Category
- Activity PRC Details by Service Code
- CEC Batch Report
- Claim Summary by PRC
- Commodity Based Payment Request
- Contract Amendment History
- Cost Reimbursement Budget
- Cost Reimbursement Expenditure Analysis
- Cost Reimbursement Invoice
- Encounter Status Report
- Funding Status Detail Report - Service Code
- Ledger Report
- Payment Detail Report by Bed Days
- Payment Detail Report by Bed Days (DI)
- Payment Detail Report By Service Code
- PRC Batch Report
- PRC Payment Status Report Submitted Versus Paid
- Ready Pay Contract Reconciliation Report
- Remittance Advice by Bed Days
- Remittance Advice by Service Code
- Report For CEC
- Service Delivery Report
- Service Delivery Report (DI)
- Services Not Associated with a Claim or Have an Error
- Vendor Worksheet For Program Budget Amendment

*A **Report Criteria** page appears.*

Entering Report Parameters:

Cost Reimbursement Invoice Report

Fields Marked With an Asterisk (*) Are Required
Invoice dates and Budget Fiscal Year are required if you do not enter a PRC Number.

Invoice Number:	
Invoice Reference Number:	PRC Number:
Contracting Provider Name:	Select Below
Invoice From Date: 07/01/2007	Invoice To Date: 04/01/2008
Invoice Status:	Select Below
Vendor Customer Code:	Select Below
Invoice Type:	Select Below
Activity Code:	Select Below
Contract Number:	CRA991 - 2008 - CT
Budget Fiscal Year:	*Generate Personnel Summary? ⦿ Yes ○ No
Unit Code:	Select Below
*Generate SDR: ○ Yes ⦿ No	
*Report Format: ⦿ PDF ○ Excel	

Run Report   Clear

3. Enter your report criteria.

4. Select a **Report Format**: PDF or Excel.

5. Click **Run Report**.

After you click [Run Report], a file is generated that you can save for later viewing.

Reference: Report criteria is not printed on most reports or preserved in the system. Users may find it helpful to record criteria manually.

Hint: If you want to clear report criteria that you have entered, click **Clear**.

Trouble-Shooting	
Problem	**Possible solutions**
Why am I not getting the results I expected?	• Double-check that criteria filters are correct • Consider user security
Why doesn't this match my legacy reports?	• Double-check that criteria filters are correct
Why can't I run the Personnel Summary Report (PSR)?	• EIM/ESM Application is able to run this report only when the Internet Explorer pop-up blocker has been turned off.
Why does my computer stall when I try to run certain reports?	• Check your report parameters (dates, contract numbers etc). It may be the parameters you specified returned no results. Sometimes, when the system is trying to return an 'empty' report, it stalls. This does not happen every time when there are no results returned. If the system is unresponsive after five minutes, close any unresponsive windows.

Virtual Gateway Customer Service
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